Mark J. Miraglia

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Experience:

PINT, Inc. (December 2013 – Present)

Human Resources Administrator:

Recruiting and Human Resources Administration for a Web Development agency of 50+ employees. Responsible for agency recruitment, training and oversight of new employee integration and development. Ownership of staff project and budget management software applications. Management of applicable Local, State and Federal Labor Law Compliance including OSHA, ACA, FMLA, DHS (H1-B Sponsorship and E-Verify).

Kelly Capital (March 2007 – July 2013)

Underwriter:

Operated beneath the Vice President for Debt Capital Markets. This position covered all phases of debt acquisition in the secondary market. Participated in loan portfolio purchases from initial debt identification through due diligence periods and beyond offering periods to closing. Daily duties included loan file research, collateral valuation, and general reporting.

Human Resources Coordinator:

Reported to the Director of Human Resources, this position supported multiple subsidiary corporate entities employing over 600 people in 20 states. Principal responsibilities included recruiting and vetting applicants, ensuring compliance with all applicable state labor laws and collective bargaining agreements and managing quotidian Human Resources concerns such as: Workers' Comp incidents, benefits eligibility and state unemployment filings. In addition, the position required administrative oversight of a corporate office of over 50 staff members which included all office management tasks from facility control and supply to vendor relations and daily staff management.

Separation was amicable and employer is available for reference.

Absolute Perfection Auto Services (March 2006 - January 2007)

Operations Manager for a full-service parking management and valet company. This tenure encompassed all aspects of small business management from hiring and personnel management to client negotiation and general operations management. Employment ended with mutual satisfaction and employer is available for reference.

Skills and Certifications:

Microsoft Office proficiency (Word, Excel, PowerPoint, Access).
Programming Languages: Python, Ruby, Javascript, HTML, CSS, PHP, Visual Basic
OS, Frameworks and Technologies: Windows, Mac, Linux, Node.js, Rails, My/MSSQL, MongoDB, Redis
Job-specific experience with Oracle Enterprise One and ADP PayExpert employee management software.
QuickBooks Pro accounting software.

Education:

Bachelors of Arts, Literatures in English and Spanish, 2001, University of California at San Diego

Languages Spoken:

Spanish proficiency, English fluency.

Porfolio Site: markmiraglia.com – Code Repositories: github.com/mirgags